

For safety purposes, the district permits students to possess personal telecommunication devices such as cell phones. However, such devices shall not be visible and shall remain off during instructional time. Commerce High School is a one to one chromebook campus. Expectation at CHS is to have your chromebook with you everyday.

Campus administrators shall have the discretion to determine the appropriate use of cellular phones/ devices during the instructional day and for students participating in extracurricular activities while on school property or while attending school sponsored events on or off school property. However, all cellular phones must be turned off during instructional time. **The use of cellular phones or any devices capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school related or school sponsored event.**

No devices, smart watches, or ear buds will be allowed in the hallways, restrooms, or classrooms. During the designated times students will be allowed to use their devices in the cafeteria, or tiger terrace only.

Once students exit the cafeteria, they are expected to store these items out of sight.

*** Phones/Devices can not be put in pockets. They have to be in a school issued chromebook case, clear back pack, or clear purse.**

This policy will be strictly enforced by all school personnel. All confiscated phones must be turned into the principal's office immediately, if possible, or as soon as practicable the day the phone is confiscated.

The District is not liable for lost or stolen cell phones. All confiscated phones must be turned in to the principal's office immediately, if possible, or as soon as practicable the day the phone is confiscated. All staff members must place confiscated phones in a secure location. Once the cell phone has been confiscated, the following procedures will be used to return the device.

- 1.) The first time a cell phone is confiscated, student may pick it up at the end of the day with no fee assessed. Offense noted in Skyward with cell phone violation action code chosen
- 2.) The second time a cell phone is confiscated, parent may pick it up at the end of the day with no fee assessed. Parents **MUST** pick up cell phone (no students will be allowed to retrieve their phone). Offense noted in Skyward with cell phone violation action code chosen
- 3.) If a cell phone is confiscated for a third time, an administrative fee of \$5.00 will be charged before the device can be returned.
 - If the student/parent chooses, they may check their device in with administrators before the instructional day for a period of 5 days in lieu of the \$5.00.Offense noted in Skyward with cell phone violation action code chosen
- 4.) If a cell phone is confiscated for a fourth time, an administrative fee of \$10.00 will be charged before the device can be returned.
 - If the student/parent chooses, they may check their device in with administrators before the instructional day for a period of 10 days in lieu of the \$10.00.Offense noted in Skyward with cell phone violation action code chosen
- 5.) If the cell phone is confiscated for a fifth time, the student will be sent to ISS for up to 3 days. Offense noted in Skyward with cell phone violation action code chosen.

**** If a student refuses to give the cell phone to teacher, or administrators then the student will be insubordinate with additional consequences.****

Students will be allowed to be on their phone only in the cafeteria or Tiger Terrace during the following times:

- Breakfast 7:00am-7:40am
- Lunch 12:06pm-12:51pm

If a student needs to communicate with parent/guardian they can use their email on their school issued chromebook, or get permission to use the student phone located on the front counter.